

All applications must be entirely filled out by the person applying for the license. Incomplete applications, such as those without full payment, signature or required documents will be immediately denied. A copy of the applicant's picture identification will be required if someone else is submitting the application and paperwork for the applicant.

MOTOR VEHICLE REPAIR SHOP INSPECTION

As soon as your initial application is complete, a Motor Vehicle Repair Enforcement Officer will conduct an inspection of your shop to ensure that it meets the requirements listed below. Once your shop passes inspection, you will be issued a registration certificate. To pass inspection, you must have:

1. A set of current manuals for motor vehicles to be repaired or a complete set of current printed or electronic crash manuals for repair work performed by the motor vehicle body repair or paint facility, whichever is applicable.
2. Evidence of active management participation.
3. A 2 foot by 3 foot "NOTICE TO CUSTOMERS" sign in English, Spanish and Creole as required by Section 8A-161.14 of the Miami-Dade County Code. (See attachment #6)
4. Equipment, in good working order, as applicable:
 - SUSPENSION AND STEERING – (1) Wheel alignment system (2) Wheel balance
 - BRAKES- (1) Pressure bleeder (2) Asbestos collection equipment (3) Micrometer and drum gauge
 - ELECTRICAL SYSTEM – (1) Battery charger (2) Battery/charging /starting system tester
 - HEATER/AIR CONDITIONING – (1) Recycling or recovery equipment (2) Leak detector (3) Air conditioning charging station
 - ENGINE PERFORMANCE (including tune-ups) – (1) Engine analyzer with or in addition to a gas analyzer (2) Data stream access device
 - COSMETIC AND PAINT REPAIR FACILITY – (1) On-site spray booth (2) Guarantees, if any, displayed and available (3) An operable paint application system

- **STRUCTURAL REPAIR FACILITY** – (1) An operable metal inert gas welder (MIG) (2) A lift, rack or bench (3) Blueprints for all types of motor vehicles worked upon (4) A measuring device, symmetrical or asymmetrical, including the upper body (5) A four-point anchoring system suitable for all vehicles (6) Electrical or hydraulic equipment to make multiple and structural pulls for straightening (7) Guarantees, if any, displayed and available.

MIAMI-DADE COUNTY BUSINESS LICENSING INFORMATION

Every business in Miami-Dade County must have proper business licenses. The following is a list of commonly needed licenses and/or permits:

FICTITIOUS NAME REGISTRATION: If your business uses a name other than your own personal one, it must be registered under the Fictitious Name Act.

Contact: Secretary of State, Division of Corporation, Fictitious Name Registration,
PO Box 1300, Tallahassee, FL 32303-1300. Telephone: 1(850) 488-9000

CORPORATION FILING: To file articles of incorporation.

Contact: Florida Department of State, Division of Corporations, Corporate Filings,
PO Box 6327, Tallahassee, FL 32314. Telephone: 1(850)245-6052

CERTIFICATE OF USE AND OCCUPANCY: If your business is located in the unincorporated area of Miami-Dade County, you are required to obtain a Certificate of Use and Occupancy (Zoning Use Permit).

Contact: Building Department, Zoning Permit Section, 11805 SW 26 Street, Miami, FL 33175.
Telephone: 786-315-2100

If your business is located within a municipality, contact your municipal officials.

DEPARTMENT OF ENVIRONMENTAL RESOURCES MANAGEMENT (DERM):

Prior to issuance of the Certificate of Use and Occupancy, a review is required by DERM for compliance with environmental regulations. Depending on the type of business, a DERM Operating Permit may be required.

Unincorporated Areas - Contact: DERM, Planning Review Section, 11805 SW 26 Street, Miami, FL 33175. Telephone: 786-315-2800

Incorporated Areas – Contact: DERM, Overtown Transit Village North 701 NW 1st Court, Miami, FL 33136

Telephone: 305-372-6789

Local Business Tax Receipt: Once you have obtained your Certificate of Use and Occupancy or Zoning Use Permit, you are required to obtain a Local Business Tax.

Contact: Finance Department, Local Business Tax, 200 NW 2nd Ave, Miami, FL 33128, Miami, FL 33130. Telephone: 305-270-4949

If your business is located within a municipality, you may also need a municipal Occupational License. Contact your municipal officials.

USED MOTOR VEHICLE PARTS DEALER'S PERMIT: All paint and body shops, auto repair shops and auto parts dealers, who sell, use or install used motor vehicle parts, are required to obtain a Used Motor Vehicle Parts Dealer's Permit.

Contact: Miami-Dade Police Department, Economic Crime Bureau Auto Theft Section, 5975 Miami Lakes Drive, Miami, FL 33014. Telephone: 305-994-1000/ Attention: Marlene

OTHER REQUIRED INFORMATION: Other information required from the State and Federal Governments include:

Sales Tax – Contact: Florida Department of Revenue, 8175 NW 12 Street, Miami, FL 33126
Telephone: 305-470-5001

Federal Employer Identification Number – Contact: Internal Revenue Service, Federal Building, 51 SW 1st Ave, #705, Miami, FL 33126. Telephone: 1 (800) 829-3676

All motor vehicle repair shops shall post, in a conspicuous place at each business location, a sign measuring not less than two (2) feet in width and three (3) feet in length, written in a legible manner as follows:

Under the provisions of the Miami-Dade County Code, all customers are entitled to an estimate before repair work is begun and this business must comply with those provisions of the Miami-Dade County Code. If you have a complaint about the way services were provided, you may call the Miami-Dade County Department of Regulatory and Economic Resources at 786-469-2333.

Según las disposiciones del código del Condado de Miami-Dade, todos los clientes tienen derecho a un estimado antes de que se comiencen los trabajos de reparación. Esta empresa debe cumplir con tales disposiciones del código del Condado de Miami-Dade. Si tiene alguna queja acerca de la forma en que la prestaron servicios, puede llamar al Departamento de Recursos Económicos y de Regulación de Miami-Dade al 786-469-2333.

Dapre Kod lalwa Miami-Dade County tout kliyan ki bay fe yon repesyon nan yon shop, gen dwa ekzije yon estimasyon pri-a avan travay-la komanse. Biznis-la oblije resekte lawa Miami-Dade County sa-a. Si ou gen plent pou pote sou yo te bay sevis yo, ou met rele Miami-Dade County Depatman pou Resous Regilasyon ak Ekonomik lan nimer 786-469-2333.